

ARMY EMERGENCY RELIEF CHECKLIST

(AR 930-4)

Phone (270) 798-5518

Fax (270) 798-4545

The Soldier MUST provide the following before being seen by an AER Loan Officer

- ☐ **AER Form 600** for Commanders Referral (for active duty Soldiers only) or **AER Form 700** for any other requests signed by the Commander or 1SG with signature block.
- ☐ If signed by Rear Det. Commander, must have “**Assumption of Command**” order.
- ☐ If Soldier is deployed – Spouse must have a valid **POA** (General or DFAS).
- ☐ Current **LES** (if after mid-month both end of the month and mid-month are required)
- ☐ **If Married or Single with Family members: Verification** is required – If no BAH on LES (marriage license, DEERS, etc.)

If Soldier has open or pending **Bankruptcy**

- ☐ **Chapter 7** – Legal documentation
- ☐ **Chapter 13** – Authorization from the court appointed trustee for an AER loan

DOCUMENTATION

All documents must be **dated within 7 days of request, have name & account number, and contact info.**

RENT or MORTGAGE (Single Soldiers, E5 and below, require Certificate of Non-Availability CNA)

- ☐ **Rent/ Mortgage Payments** – Statement with amount due and/or eviction date, with POC. DO NOT bring in lease or rental contracts.
- ☐ **Initial Rent/ Deposit** – Statement from the landlord showing the amounts needed, and that this amount has not been paid yet, with POC. DO NOT bring in lease or rental contracts.

UTILITY BILLS

- ☐ **Established Service** – Monthly Statement with amount due and date due.
- ☐ **Initial Hookup** – Documentation may be requested at AER.

POV

Gas – No supporting documentation is needed.

- ☐ **Car Repairs** – Two written itemized estimates are required if vehicle is operable.
– One written itemized estimate is needed if vehicle is NOT operable.
- ☐ **Vehicle Payment** – Current statement with company name and phone number.
- ☐ **Vehicle Insurance** – Current statement with company name and phone number.

The following **CURRENT** documents must be provided for vehicle repair, payments, or insurance.

- ☐ **REGISTRATION CARD**
- ☐ **INSURANCE CARD**
- ☐ **DRIVERS LICENSE**

FOOD - Assistance may be provided to prevent hardship. No supporting documentation is needed.

- ☐ **DEATH OR CRITICAL ILLNESS** – AER will assist with emergency travel for Soldier with a **DA Form 31 (leave form)** stating emergency or under emergency conditions. When a Spouse is without the Soldier verification from the American Red Cross (ARC) is required for emergency travel. This office will assist in getting a flight schedule or bus ticket if needed.
- ☐ **MEDICAL/ DENTAL EXPENSES** – Assistance may be provided for emergencies when TRICARE will not cover all valid expenses and only when other payment arrangements cannot be made. **Medical bill must be provided, along with a statement from doctors office stating that this is an emergency and no payment plan is available.**
- ☐ **FUNERAL EXPENSES** – Assistance is authorized for dependents funeral expenses. Assistance is also authorized for Soldiers share of funeral expenses for a parent of the Army member or Spouse, when no insurance is available and only when other payment arrangements cannot be made. Documents supporting funeral expenses must be provided.
- ☐ **LOST OR STOLEN FUNDS** – Assistance will be limited to basic needs for subsistence to prevent hardship until payday or other funds are available. Assistance will not be based on amount lost or stolen (must bring copy of police or MP report).

If the “emergency” does not fall under one of the above categories, or is not addressed in AR 930-4, and the Commander/First Sergeant recommends approval on the AER Form 700, the request will be submitted as an exception to policy and will require Garrison and/or AER HQ approval. The approving authority may require additional documentation, information, and/or financial counseling before considering the request. NOTE: AER Form 600 cannot be used in these situations.